



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-2884

June 5, 2001

## INSPECTOR GENERAL INSTRUCTION 5400.7

SUBJECT: Office of the Inspector General Freedom of Information Act (FOIA) Program

### References:

- a. Section 552 of Title 5, United States Code, "Freedom of Information Act"
- b. DoD Directive 5400.7, "DoD Freedom of Information Act (FOIA) Program," September 29, 1997. [http://web7.whs.osd.mil/pdf/d54007\\_092997/d54007p.pdf](http://web7.whs.osd.mil/pdf/d54007_092997/d54007p.pdf)
- c. DoD 5400.7-R, "DoD Freedom of Information Act Program," September 4, 1998. [http://web7.whs.osd.mil/pdf/54007r\\_0998/p54007r.pdf](http://web7.whs.osd.mil/pdf/54007r_0998/p54007r.pdf)

**A. Reissuance and Purpose.** This Instruction updates policies and responsibilities for the Office of the Inspector General, Department of Defense (OIG, DoD), FOIA Program and to implement the Program consistent with the provisions of references a, b, and c.

**B. Cancellation.** This Instruction cancels IGDINST 5400.7, *Inspector General Freedom of Information Act Program*, December 16, 1991.

**C. Applicability and Scope.** This Instruction applies to the Offices of the Inspector General; the Deputy Inspector General; the Assistant Inspectors General; Director, Administration and Information Management; Director Departmental Inquiries; and Director Intelligence Review. For purposes of this Instruction, these organizations are referred to collectively as OIG components.

**D. Policy.** It is OIG, DoD, policy to promote public trust by making the maximum amount of information available to the public consistent with the requirements outlined in references a, b, and c.

### **E. Responsibilities**

1. The **Director, Administration and Information Management**, is responsible for:
  - a. Overall implementation and administration of the FOIA Program in the OIG, DoD, and for the designation of the OIG Initial Denial Authority (IDA).
  - b. Determining the action to be taken on all FOIA appeals made by the public as the OIG FOIA Appellate Authority.
  - c. Coordinating all appellate decisions with the Office of the Deputy General Counsel (Inspector General), DoD.

2. The **Chief, Freedom of Information Act and Privacy Act (FOIA/PA) Branch**, is designated as the IDA and will:

- a. Serve as the point of contact on all FOIA matters for the OIG, DoD.
- b. Prepare the Annual Report on the FOIA as required by references a, b, and c.
- c. Administer all OIG, DoD, FOIA Program requirements specified by references a, b, and c.


3. The **OIG Component Heads** will:

a. Comply with the policy and procedures established by this Instruction and those set forth in references a, b, and c, and assure compliance by their subcomponents.

b. Designate a Point of Contact (POC) to interact with the FOIA/PA Branch on all FOIA/PA matters.

**F. Effective Date.** This Instruction is effective immediately.

FOR THE INSPECTOR GENERAL:

  
Joel L. Leson  
Director  
Office of Administration  
and Information Management